

DESCRIPTION OF THE ORDER OF SELECTION, ITS JUSTIFICATION, AND THE OUTCOME AND SERVICE GOALS WITHIN EACH CATEGORY OF THE ORDER

Description of Order of Selection

The Wisconsin Division of Vocational Rehabilitation implemented an Order of Selection within its VR program effective 12/5/94.

Based on a functional assessment in each of the seven areas of life functioning, eligible individuals are assessed according to the significance of their disability, as defined in the Rehabilitation Act, section 7(21)(A):

...the term "individual with a significant disability" means an individual with a disability --

- (i) who has a severe physical or mental impairment which seriously limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome;
- (ii) whose vocational rehabilitation can be expected to require multiple services over an extended period of time; and
- (iii) who has one or more physical or mental disabilities resulting from [list] ... or another disability ... to cause comparable substantial functional limitations.

DVR Policy on Order of Selection

At any time DVR resources do not permit all eligible consumers to be served, an order of selection for services shall be implemented. First priority will be given to consumers with the most significant disabilities. Second priority shall be given to consumers with significant disabilities. Third priority will be given to other eligible consumers.

Priority Description:

- A consumer has a **most significant disability** if a severe mental or physical impairment exists that seriously limits three or more functional capacities in terms of an employment outcome and whose vocational rehabilitation requires multiple services over an extended period of time.
- A consumer has a **significant disability** if a severe mental or physical impairment exists that seriously limits one or more functional capacities in terms of an employment outcome and whose vocational rehabilitation requires multiple services over an extended period of time.

- **Other eligible** consumers who do not have a disability that seriously limits one or more functional capacities and do not require multiple services over an extended period of time.

Terminology:

Extended period of time: Needing VR services for duration of **six months or more** with a 90 day follow up after achieving a successful rehabilitation outcome.

Multiple services: **Two or more** primary services needed to achieve a successful rehabilitation outcome.

Consumers seeking supported employment services must be assessed as having a Most Significant Disability. Consumers who receive Title II or Title IX from Social Security (SSI or SSDI) must be assessed as having at least a significant disability.

After a consumer is found eligible for VR services, an order of selection determination is completed. Additional evaluations or assessments to make this determination may be needed. The VR counselor and consumer jointly determine the consumer's order of selection priority category by evaluating the consumer's functional limitations, anticipated services needed and the duration those services.

This policy does not affect a consumer who has begun to receive services under an individualized plan for employment prior to the implementation date of order of selection, or those who are in need of post-employment services.

All consumers must be officially notified of their individual order of selection determination. Consumers in a closed category are offered referral services and the option to be placed on a waiting list until the category has been opened for VR services. Consumers in a closed category are contacted annually to determine if additional information is available. As staff and funds become adequate, those in Category 1, (Most Significant Disability) are activated first, followed by Category 2 (Significant Disability), then Category 3 (other eligible consumers).

Justification of the Order of Selection

Staff and Fiscal Resources:

The decision to close all categories in 2002 was based on case service funding limitations. The decision to stop the immediate activation of category 1 cases in December 2002 was again based on case service funding limitations.

Since the demand for VR services continues to be higher than the ability of Wisconsin DVR, even when fully funded, to appropriately serve everyone who is eligible all eligible consumers, regardless of OOS Category Classification are placed on the DVR Waiting List.

A notification letter is completed and sent to every consumer at the time the eligibility and OOS Category determination is made. The Senior Leadership Team (SLT) will manage the Order of Selection process using the following method:

- At least once a month the Bureau of Consumers Services (BCS) and the Senior Leadership Team (SLT) will complete a statewide analysis of the resources available to DVR and determine the number of eligible new consumers that can be contacted for IPE development.
- At least once every three months, or more often, when possible, the Director of the Bureau of Consumer Services will send a list of eligible consumers to be contacted to start IPE development activities.
- This list will contain the names of consumers who have been determined eligible for DVR services on or before the date specified on the list.
- Consumer names will be listed starting with those with the most significant disabilities (OOS Category 1) and in the order that they applied for DVR services.
- If more consumers can be contacted for IPE development than the number of consumers we have in OOS Category 1, the IPE development contact list will include OOS Category 2 consumers, by order of application date. The same will be done with OOS Category 3 consumers, if we exhaust the names of OOS Category 2 consumers.
- The list will also contain a due date by which staff are to contact and take action on each case.
- This process will automatically and seamlessly move to the next OOS Category on the DVR Waiting List depending on how many consumers we can serve with the resources available at the time the list is created.

Interaction of Staff and Fiscal Resources

The Division will have \$38,200,000 available in case service resources for FFY2004. We will continue to monitor actual caseload sizes and case service dollars and make adjustments using the Order of Selection process.

Outcomes and Annual Service Goals by Category

For the period October 1, 2003, through September 30, 2004, the following projections apply:

| Selection Category | Projected Numbers | Projected Expenditures | Projected Rehabilitations |
|---------------------|-------------------|------------------------|---------------------------|
| 1) Most Significant | 14,250 | \$16,886,716 | 1,038 |
| 2) Significant | 23,250 | \$20,639,320 | 2442 |
| 3) Other Eligible | 500 | \$ 415,800 | 222 |
| 4) Waiting List | 3,000 | \$33,500 | N/A |
| Total (Line 1,2&3) | 41,000 | \$37,975,336 | 3710 |

WDVR experienced a drop in rehabilitations during the first two years after implementing OOS and slowly re-building caseload, We expect a gradual increase as caseloads stabilize and consumers complete their individualized Plans for Employment over the next two years.

The Division will monitor progress toward a caseload size target of **13500 average** and a discretionary budget of **\$38,200,000**.